



	Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has over 960 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
	Lettings Assistant
	Support Staff
	Lettings Manager
	N/A
	<p>The Lettings Assistant will be pivotal in ensuring the smooth operation of the School's facilities and Cricket Centre, providing customers with an exceptional experience. The job holder will play a key part in promoting the School's facilities and fostering a positive environment.</p> <p>The job holder will be required to take bookings for all facilities, be the first point of contact for customer queries, providing timely and helpful responses to ensure customer satisfaction.</p>
	<ul style="list-style-type: none"><li>Ø Ensuring the Lettings facilities are ready for use, unlocking doors &amp; gates and turning on floodlights when required.</li><li>Ø Supporting Lettings customers during periods of hire.</li><li>Ø Provide a warm, welcoming experience for clients and visitors.</li></ul>





	Excellent communication and interpersonal skills for professionally addressing time-related issues with clients.		
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Basic understanding and awareness of the cricket envi57 Tm0 g0 GTJETQM

	<p>Identifies opportunities for improvement and takes initiative to act on them.</p> <p>Able to be flexible in terms of timings and work hours.</p> <p>Excellent time management.</p>		
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